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2 September 1954

## PHYSICAL SECURITY BRANCH

## Statistical Report

August 1954

I. Security briefings held during the month of August under the auspices of the Chief, Security Division:

	<u>Classes Held</u>	<u>Attendance</u>
Basic (New Personnel)	4	149
Special	<u>2</u>	<u>24</u>
Total	6	173

II. Classified waste collected daily from all CIA Buildings and destroyed by burning:

Total for Month - 128,200 pounds

III. Safe combinations and repair operation:

<u>Combinations Changed</u>	<u>Secondary Repairs Made</u>	<u>Major Repairs Arranged For</u>
675	358	53

IV. Security identification processing of personnel:

Identification Processing  
(Fingerprinting, Photo-  
graphing, Secrecy Agree-  
ment, Reading of Security  
Regulations, Scheduling  
for Security Indoctrina-  
tion, etc.)

	<u>Regular Badges Made and Issued</u>	<u>Limited and Special Passes Made and Issued</u>	<u>Regular Badges Destroyed</u>	<u>Limited and Special Passes Destroyed</u>
187	342	296	305	77

Fingerprints Taken In  
Addition to Those In-  
cluded in Regular  
Indoctrination

26

Badges Turned  
In For Safekeeping  
While on Leave, TDY

184

Reissuance of  
Badges Turned  
In For Safekeeping  
While on Leave, TDY

71

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V. Night Security inspections of the various CIA organizational units made by representatives of this Branch:

<u>Office</u>	<u>Number of Inspections Made</u>	<u>Number of Buildings</u>
Director's Office)		
DD/CIA )		
DD/Plans )	26	
DD/Intelligence )	Daily	1
DD/Administration)	Staff	
Inspector General)	Duty	
	Checks	
ONE	2	1
OSI	0	1
ORR	8	6
OCI	0	1
OCD	8	8
O-O	4	4
DD/P	20	6
Communications	5	5
Training	7	7
Personnel	3	2
SO	3	2
DD/A - Subordinate Offices		
Comptroller's Office	4	4
General Counsel	2	2
Medical Office	3	2
Logistics Office	7	7
Audit Office	1	1
GPO	<u>0</u>	3
Total	103	

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VI. Security violations involving unlocked safes and exposed classified material detected as a result of inspections conducted during non-working hours by representatives of the Branch and by the guards:

OFFICE	EXPOSED CLASSIFIED MATERIAL		OPEN SAFES	TOTAL VIOLATIONS	NUMBER OF SAFES & VAULTS
	Top Secret	Secret and Conf.			
Director's Office	0	0	0	0)	
DD/CIA	0	0	0	0)	
DD/Plans	0	0	0	0)	73
DD/Intelligence	0	0	0	0)	
DD/Administration	0	0	0	0)	
Inspector General	0	0	0	0)	
ONE	0	3	0	3	53
OSI	0	0	2	2	266
ORR	0	0	1	1	782
OCI	0	0	1	1	386
OCD	0	3*	0	3	703
O-O	0	2	2	4	304
DD/P	0	4**	11	15	2441
Communications	0	0	1	1	282
Training	0	2**	0	2	253
Security Office	0	2	2	4	259
Personnel	0	0	0	0	232
DD/A-Subordinate Offices					
Comptroller	0	0	1	1	462
General Counsel	0	0	0	0	17
Medical Office	0	1	0	1	34
Logistics Office	1	0	1	2	566
Audit Office	0	0	0	0	10
Management Staff	0	2	1	3	
PAPS	0	1**	0	1	
GFO	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>      </u>
	1	20	23	44	7123

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VII. Visitors processed by the receptionists in the various CIA buildings:

<u>BUILDINGS</u>	<u>PURPOSE OF VISITS</u>				<u>TOTALS</u>
	<u>General Visitors</u>	<u>Applicants for Employment</u>	<u>Employees Forgotten Badges</u>	<u>Deliveries and Repairs</u>	
	28		6	29	63
	191	326	5	18	540
	123		3	6	132
	282	12	16	20	330
	86		3	2	91
	408	16	70	38	532
	244		59	93	396
	407		80	15	502
	930	265	35	152	1382
	201		35	21	257
	253		30	77	360
	335	1	18	47	401
	1023	607	39	66	1735
	28	176	1	1	206
	214	33	19	58	324
	339		18	165	522
	<u>52</u>	<u>      </u>	<u>31</u>	<u>      </u>	<u>83</u>
TOTALS	5144	1436	468	808	7856

In addition to the above, 548 applicants for positions were admitted to the Personnel Office interview room in North Building, adjoining the Reception Room. These persons were logged by the Receptionist but visitor passes were not issued to them as they did not enter the building proper.

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VIII. Credential Record:

Contact Issued.....	2
Contact Destroyed.....	3
Contact Retained.....	1
Temp. Contact Destroyed.....	13
Firearms Issued.....	2
Courier Issued.....	1

IX. In addition to the above, numerous conferences, inspections and surveys were conducted covering a variety of physical security problems. Following are listed some of the major accomplishments:

a. Conferences held with Office Security Officers	5
b. Consultants who attended basic indoctrination	1
c. Special security investigations concerning lost classified material, unauthorized use of badge, unauthorized disclosure, etc.	12
d. Special safety surveys completed	25
e. Safety conferences and meetings attended	5
f. Computations for and advise concerning the placement of heavy materials	6
g. Fire drills completed	1
h. Major building and area security surveys conducted:	
Headquarters Area	26
Out of town	1
i. Building security conferences held	14
j. Special instructions given to Night Security Officers	34
k. Special Guard instructions issued in writing	11
l. Special instructions given to receptionists	2
m. Entries made in Limited Pass Control Book by NSO's	2,805
n. Fingerprint cards forwarded to FBI for processing	129
o. Security matters resolved by NSO's during non-working hours	732
p. Photographs pulled and supplied to various organizational units by the badge office and the NSO's	672
q. Conferences held on locks, safes and similar equipment	3
r. Technical security equipment briefings	4
s. Technical security inspections conducted:	
Headquarters area	1
out of town	0
t. Armed support furnished:	
Headquarters area	2
Out of town	0

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Distribution

Orig - Mr. [REDACTED]

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Approved For [REDACTED]

1 - Mr. [REDACTED]

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